



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: Fiscal Year 2011 Solicitation of Disadvantaged
Business Enterprise Supportive Services (DBE/SS)
Statements of Work (Reply Due: March 1, 2011)

Date: JAN ~ 5 2011

From: Allen Masuda 
Associate Administrator for Civil Rights

In Reply Refer To: HCR-20

To: Division Administrators

The FHWA Headquarters Office of Civil Rights (HCR) is requesting the submittal of FY 2011 DBE/SS Statements of Work (SOW) from the State Transportation Agencies (STA) to fund those activities, services and assistance that effectively meet the goal and objectives of the DBE/SS program. The DBE/SS funds are allocated to States to help in developing and implementing a cost effective DBE/SS program that is designed to increase the number of certified and qualified DBE firms active in the highway program and increase their ability to compete in the transportation industry.

As you know, the HCR has proposed to the FHWA Administrator a formula-based allocation for FY 2011 to replace the current process of review and approval of SOWs at the Headquarters level. However, given that HCR has not yet received approval for this proposal, we are moving forward with the current process for FY 2011. To wait and do otherwise at this time could seriously constrain the time within which HCR would have to review SOWs and make funding recommendations to the Administration.

Work statements, concurred in by the Division Office, must be submitted to, and received by the Associate Administrator for Civil Rights, no later than March 1, 2011. The continued funding of effective DBE/SS programs remains a key program emphasis area of FHWA. The work statements will be reviewed for content and conformance to 23 CFR 230, Subpart B, and the attached guidance document. A work statement will also be reviewed and evaluated on how well it is expected to accomplish the purposes of the DBE/SS program. Any work statements received after the due date will be reviewed and considered for funding only after all timely submittals have been fully considered and if funds are still available.



Please note that the SOW must not exceed 10 pages and should not include attachments or exhibits. The SOW evaluation criteria will be based on the following key components:

- Scope of Work (purpose statement, performance period, needs assessment, and timelines)
- Performance Goals, Objectives, and Measures
- Budget Summary and Narrative (performance or operational-based budgets)
- Monitoring and Evaluation
- Reporting Requirements
- Accomplishment Reports (outlining any/all accomplishments in your DBE/SS program from FY 2008-2010, as appropriate)

Please send your requests for funding electronically to Ms. Vickie Anderson, DBE/SS Program Coordinator, at vickie.anderson@dot.gov, with a copy to Candace Groudine, Director, External Civil Rights Programs at candace.groudine@dot.gov. If you have any questions or would like additional information please contact Ms. Anderson at (202) 366-1607, or Ms. Joyce Gottlieb at (202) 366-3664, email: joyce.gottlieb@dot.gov.

Attachment